

## **PERMIT APPLICATION PROCESS**

### **Building Permits:**

*(Note: These steps apply to: Frame Houses ~ Accessory Buildings ~ Garages ~ Decks & Porches ~ Docks)*

- Obtain an Authorization to Construct from the Environmental Health Department.
- Complete CAMA permits if applicable and complete development application.
- Plot plan of your property showing where the structure will be placed and how many feet it will be from each property line.
- Submit three (3) sets of plans to be approved and signed by the Building Inspector. This process could take up to three (3) days.
- At the time the permit is written, we will need notarized statements from the contractor and any subcontractors stating they will be working on your project along with their license number. The permit cannot be obtained without these statements.
- When it is time for your inspections please call our office 728-8545/Beaufort or 393-3204/Cedar Point. Please have your permit number available.
- Note, all construction that falls in a flood zone must also meet the requirements of the Flood Damage Prevention Ordinance.
- *Note: for development within the western towns including Bogue, Cape Carteret, Indian Beach, Cedar Point and Peletier, applicant must first obtain planning/zoning approval from town.*

### **Manufactured Homes:**

- Copy of authorization for wastewater or operation permit from environmental health.
- Plot plan of property showing setbacks of proposed building.
- Notarized statements from contractors and sub-contractors
- CAMA Permit if applicable.
- Cost, size, year, make and wind zone of manufactured home.
- *Note: Please obtain permit before moving your manufactured home. You want to be sure your home is allowed in Carteret County. Our county has certain requirements with regards to wind zones.*

The following numbers are provided as a convenience in fulfilling the above requirements:

- Town of Bogue 252-393-3055
- Town of Indian Beach 252-247-3344
- CMR 252-393-2753
- Environmental Health 252-728-8499
- Carteret County Dept. of Planning & Development (Bldg. Inspections) 252-728-8545
- Carteret County Dept. of Planning & Development (Bldg. Inspections, Western Office) 252-222-5833

*Any questions regarding this procedure should be directed to the Department of Planning and Inspections at 728-8545 or 728-8497.*